

Procurement Summary Flow Chart
DOP July 2016

All internal agency-level analysis complete (need for procurement; availability/source of funding/budget approval; specifications and/or scope of work); all requisite internal approvals obtained for the procurement.

Is there a current statewide contract for the commodity or service you need? http://purchasing.idaho.gov/statewide_contracts.html

YES

NO

If the commodity or service is available on a statewide contract you must utilize that contract. [I.C. §67-9230](#). Any exceptions must be pre-approved by the Administrator. If there are multiple contractors, follow [I.C. §67-9211](#) when selecting which contract to use.

Does an exemption apply? Sole Source or Emergency Purchase [Table of Templates and Forms](#); Policy Directive http://purchasing.idaho.gov/policy_directives.html; Professional Services Limited in Duration and Dollar Value [Table of Templates and Forms](#); Goods and Services available under the State Use Law http://purchasing.idaho.gov/pdf/publications/state_use_law.pdf

NO

What is the anticipated total dollar value of the procurement (including any optional renewals)?

Under \$10,000

Competitive rules do not apply; Agency is encouraged to obtain quotes, utilize a signature page and incorporate terms and conditions protecting the state; Agency may procure on its own, using its best judgment.

\$10,000 - \$100,000

Informal Procurement - Request for Quotes (RFQ) (RFQ's in excess of \$50,000 must be issued through IPRO). Issued by Agency if within Delegated Authority; otherwise issued by DOP; RFQ will include a Signature Page, specifications: [Table of Templates and Forms](#), and incorporate Terms and Conditions protecting the State's interests: http://purchasing.idaho.gov/terms_and_conditions.html.

Over \$100,000

Formal Procurement – Invitation to Bid (ITB) – Commodities (primarily price driven); or Request for Proposals (RFP) – Services/Some Commodities (utilized when factors other than price are paramount); templates available on DOP's website: [Table of Templates and Forms](#); ITBs and RFPs are issued by DOP (unless Agency has requisite Delegated Authority). More info: [Desk Manual](#)

An in-state vendor preference only applies in the case of **printing** (for evaluation purposes only): http://purchasing.idaho.gov/pdf/publications/getting_it_printed.pdf

If you receive quotes/bids from an out of state vendor, check to see if the **Reciprocal Preference Law** applies: http://purchasing.idaho.gov/pdf/publications/understanding_reciprocal.pdf
Check "SAM" (and keep a copy of the inquiry for your file): <https://www.sam.gov/portal/public/SAM/> to be certain that your intended awardee has not been **debarred** by the Federal Government.
If you obtained quotes on a project which you initially estimated to be within your Delegated Authority and the quote from the apparent successful vendor *exceeds* your delegated authority, you may request a **one-time** increase to your authority level in order to complete the procurement by submitting a requisition to the Division of Purchasing for a Limited **DPA** "Limited Delegated Purchasing Authorization" [Table of Templates and Forms](#). DOP will review the process you utilized to obtain quotes, along with the quotes themselves; and make a determination as to whether to issue a DPA to allow the agency to complete the procurement internally. If a DPA is not issued, the procurement must be re-solicited at either the agency or DOP level, accordingly.

Contact DOP (208.327.7465) or purchasing@adm.idaho.gov or <http://purchasing.idaho.gov/> for additional information/technical assistance.

****This flowchart is not intended as a comprehensive list of procurement code, rules and regulations; but merely as an initial guide to identify some of the main parameters and considerations that apply to procurements****